



*The International Federation for Spina Bifida and Hydrocephalus is looking for a part-time or full-time Policy Officer. Head office is located in Brussels but working remotely is a possibility.*

## **Policy Officer**

### Job Profile

#### **International non-profit Organization**

The international federation for Spina Bifida and Hydrocephalus (IF) represents over 100 Member Associations worldwide. Our members are a large group of patients with Spina Bifida and/or Hydrocephalus (SBH) and their families. In collaboration with civic society in the public and private sector and together with important stakeholders IF works to build inclusive communities and raise awareness of SBH. With the goal of reducing the prevalence of SBH in the world through primary prevention, advancing the rights of persons with disabilities and improving management and care for individuals with SBH and their families.

#### **RESPONSIBILITIES**

- To serve as the main liaison between IF national members and the EU, UN institutions, ensuring that voices of persons with SBH are heard in policy-making;
- To initiate and maintain effective cooperation with partner organisations, institutional stakeholders, private sector and funders;
- To contribute to the development of policy campaigning and advocacy strategies in close cooperation with the members;
- To draft position papers, opinions and amendments to policy and legislative proposals to the EU and, whenever appropriate, the UN;
- To contribute to the development and implementation of IF advocacy strategies and campaigns;
- To provide analytical insights, strategic support and expertise for the rights and needs of persons with SBH and their families;
- To support the organisation of events and other visibility exercises related to IF objectives and represent the organisation when needed;
- To provide a variety of high quality services to IF members, including information about relevant opportunities, updates about policy developments, training on matters of interest, etc;
- To work closely with the communication team in order to maintain a coherent external/internal communication;
- To support the staff in the implementation of other tasks as may be deemed necessary.



## REQUIREMENTS

### Essential

- Demonstrated commitment to the social model of disability and the values of the UN Convention on the Rights of Persons with Disabilities;
- At least 3 years' work experience in the field of social policy, disability rights or health;
- Good knowledge of the EU institutions and the policy-making processes;
- Excellent research, writing, and advocacy skills;
- Ability to work independently with limited supervision and manage own workload;
- Ability to take initiative and organise likely-minded people around an idea;
- Organisational and logistical skills (experience in organising events is desirable);
- Preparedness to grow in the role and develop new areas of expertise;
- Fluent written and spoken English, including strong ability to adapt communication to the target audience;
- Availability to work outside regular office hours and undertake travel when applicable.

### Desirable

- An undergraduate degree in Law, European Affairs, international relations or similar;
- Experience of working for non-profit sector at the national level and understanding of challenges and priorities of membership-based associations;
- Ability to communicate in other European languages;
- Lived experience of disability will be considered a strong asset.

*Are you the enthusiastic and responsible Policy Officer who wants to strengthen the IF team? Please send your CV and Motivation Letter to the attention of Dr. Sylvia Roozen to [recruitment@ifglobal.org](mailto:recruitment@ifglobal.org). Due to the large number of applications expected only shortlisted candidates will be contacted.*